Learning Commons
Southworth Library • Betty J. Evans Tutoring Center

Proposal for new tutoring services or resources

Name & department of requester: _____

Date of request: _____

Requests for new tutoring services or materials, in addition to what is already offered, requires an individual/department to submit a proposal detailing the new service or resource and aligning it to either ISLOs or the institution's strategic plan.

Considerations for submitting a proposal:

1. Requests for new tutoring should reflect goals and objectives that are aligned with the institutional goals and/or ISLOs of SUNY Canton. Examples include retention, decreased failure rates, or providing support in courses that have historically D/F/W rates.
2. Requests must be submitted to the Dean of the appropriate school by **January 29, 2027**. Approved requests must be provided to the Director of Tutoring Services by **February 1, 2027.** This will allow adequate time for review and budget planning.
3. Prior to completing a proposal, please review the services and resources already offered by the Tutoring Center: http://www.canton.edu/tutoring

Proposal information:

A. Describe the new tutoring services or resources being proposed:

B. Describe the amount of assistance needed (estimated weekly hours, type of accessibility, and proposed number of tutors), or describe the resources you would like made available in the Tutoring Center.

C. Will this service or resource be available to fully online students? _____

D. Proposed start date: _____

E. Who is the cohort of students who will be eligible for the proposed services or resource?

a. Approximately how many students does this cohort represent? _____

Outcome information:

A. What ISLO(s) or institutional goal(s) will be supported by offering this service or resource to the identified group of students?

B. What are the benchmarks for measuring the effectiveness of this new service or resource?

Budget information:

A. What is the source of funding for this project? (please explore department funds or grants).

B. What is the estimated budget required? _____

C. What other resources can your department contribute, such as partial financial resources, materials, or potential tutors?

Review and approval process:

Requester: _____

Requester's Department Chair (if applicable) _____

Approval: _____

Comments:

School Dean: _____

Approval: _____

Comments:

Director of Tutoring Services: _____

Approval: _____

Comments:

Executive Director for the Learning Commons: _____

Approval: _____

Comments:

Provost/VP for Academic Affairs: _____

Approval: _____

Comments: